

**HOWARD COUNTY
SHERIFF'S OFFICE
FINANCIAL STATEMENT
JUNE 30, 1997**

HOWARD COUNTY
SHERIFF'S OFFICE

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The Honorable County Council
Howard County, Maryland

We have examined the statement of cash receipts and disbursements of the Howard County Sheriff's Office for the year ended June 30, 1997. Our examination was made in accordance with generally accepted auditing standards and, accordingly, included such tests of the accounting records and such other auditing procedures as we considered necessary in the circumstances.

As described in Note 1, the policy of the Howard County Sheriff's Office is to prepare its financial statement on the basis of cash receipts and disbursements; consequently, certain revenue and the related assets are recognized when received rather than when earned, and certain expenses are recognized when paid rather than when the obligation is incurred. Accordingly, the accompanying financial statement is not intended to present financial position and results of operations in conformity with generally accepted accounting principles.

In our opinion, the financial statement referred to above presents fairly the cash receipts and disbursements made by the Howard County Sheriff's Office for the year then ended, on the basis of accounting described in Note 1, which basis has been applied in a manner consistent with that of the preceding year.

Ronald S. Weinstein, CPA
County Auditor

Lisa L. Geerman, CPA
Auditor-in-Charge

December 1997

HOWARD COUNTY SHERIFF'S OFFICE
Statement of Cash Receipts and Disbursements
for the Year Ended June 30, 1997

Cash Receipts (Note 1)

Collections under Writs of Execution (Note 1) \$ 13,509

Sheriff's Fees (Notes 1 & 2)

Service of Summons	\$ 57,223	
Service of Writs of Execution	7,745	
Service of Ejectments and Writs of Restitution	181,208	
Service of Child Support Summons and Warrants	26,342	
Photo I.D.'s	540	
Fingerprint Fees	<u>530</u>	273,588

Transfers from the General Fund to Replenish
the Imprest Fund (Note 2) 20,289

Interest Revenue (Note 2) 349

Total Cash Receipts \$307,735

Cash Disbursements (Note 1)

Distributions in Connection with Writs of
Execution (Note 2)

Remittances to Litigants	\$ 9,760	
Advertising	1,813	
Auctioneer	750	
Storage Fees	803	
Towing Fees	310	
Poundage	62	
Interest on Checking to H.C.	<u>215</u>	\$ 13,713

Distributions in Connection with
Service Fee Refunds (Note 2)

Refunds	20,737	
Check Charges	205	
Interest on Checking to H.C.	<u>128</u>	21,070

Deposits & Transfers to Howard County
General Fund (Note 3) 273,588

Total Cash Disbursements \$308,371

Excess Cash Disbursements Over Receipts \$ (636)

Cash Balance - July 1, 1996 12,495

Cash Balance - June 30, 1997 \$ 11,859

(The accompanying notes are an integral part of this financial statement.)

Office of the County Auditor

HOWARD COUNTY SHERIFF'S OFFICE
Notes to Statement of
Cash Receipts and Disbursements

Note 1 - Significant Accounting Methods & Policies

The accompanying financial statement was prepared on the cash basis of accounting. This accounting method is consistent with that used in the preceding period for external financial reporting purposes. If the financial statement was prepared on an accrual basis in accordance with generally accepted accounting principles, revenues earned but not yet received, and expenses incurred but not yet paid, would also be reflected.

Receipts derived by the Sheriff from collections under writs of execution represent gross proceeds from the seizure and sale of property in satisfaction of judicial orders. Fees for service of summons, ejectments and writs of restitution are collected by the Sheriff from both the Circuit Court and the District Court. Fees are also received by the Sheriff for fingerprints and for photographs taken for courthouse identification badges.

Note 2 - Cash in Banks

The Sheriff's Office maintains two interest bearing accounts at the Commercial & Farmer's Bank of Maryland. The "regular account" is used for the deposit of any advance collections received from litigants to meet anticipated expenses of handling and selling levied property. At the time of a Court authorized sale of levied property, cash proceeds therefrom are also deposited to the regular account. The "imprest account" is used to refund fees for service of summons collected in advance after the Sheriff has been unsuccessful in serving a summons or writ. Disbursements from this account are replenished from the Howard County General Fund to insure availability of adequate finances on deposit to satisfy refund requirements. As of June 30, 1997, the reconciled balances in the regular and imprest accounts were \$10,819 and \$1,040, respectively. Interest revenue reflected on the financial statement represents the cumulative interest earned on the bank accounts during the fiscal period.

Note 3 - Deposits and Transfers to the Howard County General Fund

Financial records for fiscal year 1997 indicate that \$273,588 attributed to fees for services performed by the Sheriff's Office were deposited with the Howard County Department of Finance.